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Office Memorandum • UNITED STATES GOVERNMENT

TO : Audit and Reconciliation Section

DATE: 23 June 1952

FROM : Chief, Accounts Branch

SUBJECT: Functions Effective 1 July 1952

1. Effective 1 July 1952 it is contemplated that the functions of audit and reconciliation will be merged instead of remaining independent functions as in the past. It is envisioned that the reconciliation will be the final step of audit, i.e., after it has been determined which items are to be allowed for credit to the Station's advance, the report will be converted to U.S. dollars and reconciled to the balance outstanding in the advance account of the Station.

2. In order to cut down on the number of "in transit" items on the reconciliation of Station advances, the ledger balance as of the date of the report should be used for the Washington balance in effecting the reconciliation. As an example, if the February 1952 report is being processed in July 1952, the balance in the advance account as of 29 February 1952 would be used in the reconciliation. This would eliminate the listing of all funds sent to and transferred from the Station subsequent to 29 February 1952 as they obviously could not appear on the February report of the Station.

3. So each employee may be able to do a complete job, he should review the regulations, procedures, and criteria of the audit and reconciliation section as each will have to assume responsibility for the report he is processing and must follow the account through to its completion. Necessary action should be initiated to clear the items remaining in suspense against the Station, and follow-ups should be made to see if information requested from either the Foreign Division or the field is received and processed. Each employee should resolve his own problems and requests made of the supervisor for decisions should be kept to a minimum.

4. Concurrent with the merger, the audit of those Stations which was "discontinued" to enable us to catch up on the back-log will be resumed. The reports should be processed on a first-in first-out calendar basis. In order to keep the work up to date it will require the best efforts of each member of the section.

5. The supervisor should review all of the work and correspondence of the other members of the section, see that the correspondence is properly addressed and routed through the certifying officer for signature, and then returned to the Accounts Branch for authentication and release from the Finance Division. The supervisor is cautioned against becoming too deeply involved in the problems of audit, else he will find that the only time available to him for reviewing the

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work of the section will be after normal working hours for which no overtime is recognized. Each employee must work out the solution to his own problems before seeking the concurrence of the supervisor.

6. Listed below are the general functions of this section:

- a. To audit all station, project, and agent accountings, and to reconcile them to Headquarters' records.
- b. Review and revise the accounting procedures in use by field stations.
- c. Train, on occasion, employees departing to the field.
- d. Prepare and follow up correspondence and dispatches to field installations.
- e. Clear items suspended against the Station.
- f. Follow up on the receipt of accounting reports from stations, projects, and agents.



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